

Vantagepoint Payroll Deduction Roth IRA Authorization Form Instructions



ICMA RETIREMENT CORPORATION

Use this form to authorize your employer to deduct money directly from your paycheck to be invested in a Vantagepoint Roth IRA. Please print legibly in blue or black ink.

Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, please also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**. Please keep a copy of the completed application for your files.

Section 1: Personal Information

Please complete the entire section.

Please indicate if this is a new payroll deduction or a change to your current deduction.

If you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**.

Section 2: Amount of Payroll Deduction

Roth IRAs are funded with annual non-deductible (after-tax) contributions of up to a specified dollar limit (see chart below). Earnings on Roth IRA assets may be distributed tax-free, provided they are not withdrawn until after the contributions have been in the account for five years from the date of your first Roth IRA contribution or conversion and certain other requirements are met.

Dollar Limits for IRA Contributions

Year	Contribution Limit
2002-2004	\$3,000
2005-2007	\$4,000
2008 and after*	\$5,000

* The limit will be indexed to inflation thereafter in \$500 increments.

If you are age 50 or older, you may make additional annual catch-up contributions to your IRA each year. The dollar limits for IRA catch-up contributions are as follows:

Year	Catch-up Limit
2002-2005	\$500
2006 and after	\$1,000

Please note that your **aggregate** contributions to both a Traditional and a Roth IRA cannot exceed the specified dollar limit in any given year.

For a more complete description of Roth IRAs and your eligibility to participate in them, please read the *Vantagepoint IRA brochure*. The *Roth IRA Custodial Account Agreement* and *Disclosure Statement* also contain important information.

Please check with your employer to determine the frequency and timing of payroll deduction contributions.

Payroll deduction contributions are applied towards the tax year of the applicable pay period. Prior year contributions may be made up until your tax return date (normally April 15) of the following calendar year. To make a contribution for the prior year or to contribute additional funds for the current year outside of the payroll deduction process, please send a check (**made payable to Vantagepoint Transfer Agents**) and accompanying contribution coupon or instructional letter to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**.

You may not establish a Vantagepoint Payroll Deduction Roth IRA for your spouse. However, if you would like to make spousal IRA contributions, please contact our Investor Services Staff at 1-800-669-7400 and request our *Vantagepoint Traditional and Roth IRA Enrollment Package*.

Section 3: Signature

Once you have completed this form, please sign and submit it directly to your employer. Please keep a copy of the form for your files. **In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010. Please keep a copy of the completed application for your files.**

By signing this application you acknowledge the following:

I hereby acknowledge that in the situation where my employer has submitted contributions on my behalf and ICMA-RC Services has not received my *Vantagepoint Payroll Deduction Roth IRA Account Application*, this authorization form cannot be used to establish my account. I must complete the application form, or otherwise my contributions will be returned to my employer for distribution to me.

I have received and read the *Vantagepoint Roth IRA Custodial Account Agreement* and *Disclosure Statement* and agree to be bound by the terms of the Custodial Agreement of which the application is a part.

I hereby acknowledge that all payroll deduction contributions will be applied toward contributions for the year corresponding to the actual payroll date.

I hereby consent to allowing ICMA-RC Services to only provide my employer with such account information that is necessary to reconcile their payroll deduction submittals.

I have received and read the current Vantagepoint Funds Prospectus.

ICMA-RC Services has established required procedures for Internet and telephone transfers that include personal identification numbers, recording of instructions, and written confirmations. In the event I choose to transfer funds by Internet or telephone I agree that neither the Custodian nor ICMA-RC Services nor their affiliates, will be liable for any loss, cost, or expense for acting upon any Internet or telephone instructions believed by them to be genuine and in accordance with the required procedures.

I hereby agree to indemnify the Custodian and ICMA-RC Services (their agents, affiliates, successors and employees) from any liability with respect to distributions from my Vantagepoint IRA.

As required by law and under penalty of perjury, I certify that the Social Security Number (Taxpayer Identification Number) I provided for myself is correct.

I waive the right to revoke this IRA and certify that I received, read and agreed to the *Vantagepoint Roth IRA Custodial Account Agreement* and *Disclosure Statement* at least seven days prior to signing this application.

Vantagepoint Payroll Deduction Roth IRA Authorization Form



ICMA RETIREMENT CORPORATION

- Use this form to authorize your employer to deduct money directly from your paycheck to be invested in a Vantagepoint Roth IRA.
- Read the attached instructions before completing this form. Please print legibly in blue or black ink.
- Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail it in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010. Please keep a copy of the completed application for your files.
- Employers should not mail this form to ICMA-RC, but rather should retain for their records.

1 Personal Information

Name (Last, First and Middle Initial)	Mailing Address
	Street _____
Social Security Number ____ - ____ - ____	City _____
	State _____ Zip Code _____
Date of Birth ____ / ____ / ____ Month Date Year	Work Phone Number (____) ____ - ____ Area Code
Check one: <input type="checkbox"/> This is a new payroll deduction. (Please also complete the attached <i>Vantagepoint Payroll Deduction Roth IRA Account Application</i> and promptly return it in the enclosed envelope or mail it in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010.) <input type="checkbox"/> This is a change to my current deduction.	

2 Amount of Payroll Deduction

Until further notice is provided to my employer, I authorize my employer to deduct \$_____ from my salary each pay period to be invested into my Vantagepoint Payroll Deduction Roth IRA account.

3 Signature

I acknowledge that I have read and agree to the disclosure in the instructions.	
_____ Your Signature	_____ Date